



**LISA M. GARRETT**  
DIRECTOR OF PERSONNEL


## **COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES**

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July 10, 2015

To: Patrick Ogawa  
Acting Executive Officer

From: Lisa M. Garrett   
Director of Personnel

Subject: **REVIEW OF BOARD POLICY NO. 9.170 – TWO-WEEK NOTICE FOR LAYOFF OR REDUCTION**

In response to your May 22, 2015 request, we have completed our review of the attached Board Policy No. 9.170 – *Two Week Notice For Layoff Or Reduction*.

At this time, we recommend that this policy remain in effect, as written, with an extended sunset review date of four years to September 18, 2019.

Should you have any questions, please contact me at (213) 974-2406 or your staff may contact Marisa Lopez, Senior Human Resources Manager, at (213) 351-8945.

LMG:EP  
ML:HL:cv

Attachment

S/PMPD/BOS Policies/LMG Memo BOS 9.170



# Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
9.170	Two-Week Notice For Layoff Or Reduction	9/10/96

(See also [3.080](#), [5.110](#) and [9.160](#))

## PURPOSE

Provides minimum time frame requirements to distribute layoff/reduction notices to affected employees.

## REFERENCE

April 25, 1995 Director of Personnel's memorandum to all Department Heads, "[DHR Coordination of Workforce Reduction](#)"

September 10, 1996 [Board Order 47](#)

July 25, 1997 County of Los Angeles, Department of Human Resources Policies, Procedures, and Guidelines No. 1030 entitled *Workforce Reduction Management Guidelines*

## POLICY

Layoff/reduction notices shall be distributed to all affected employees as soon as reasonably possible but no later than two weeks prior to the effective date of the layoff/reduction. Various Memoranda of Understanding (MOUs) contain language with regard to layoffs. Review the MOU of affected employees prior to implementing a layoff plan.

## RESPONSIBLE DEPARTMENT

Department of Human Resources

## DATE ISSUED/SUNSET DATE

Issue Date: September 10, 1996  
Review Date: September 18, 2003  
Review Date: August 16, 2007  
Review Date: July 21, 2011  
**Review Date: June 26, 2015**

Sunset Review Date: September 10, 2003  
Sunset Review Date: September 18, 2007  
Sunset Review Date: September 18, 2011  
Sunset Review Date: September 18, 2015  
**Sunset Review Date: September 18, 2019**